Letterhead

ODP 9-1387

2 1 SEP 1979

Mr. Thomas Walczykowski
Special Agent
Federal Bureau of Investigation
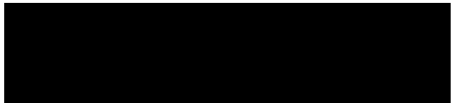Room 1997, Hoover Building
Washington, D.C. 20535

Tom:

Attached are excerpts from recent justifications
we have used for hiring entry level computer programmers
at a higher than normal grade. As you can see, most
of these applicants are former Student Trainees, CIA's
equivalent of Cooperative Training Students. Generally,
the on-the-job experience they get while working here
between semesters at school enables them to command
higher starting salaries. For those graduates we really
want, we try to be as competitive in our offer as possible.

If you would like to know more about the Student
Trainee Program, I would be happy to arrange a meeting
with our Personnel and Data Processing people. Just give
me a call.

Sincerely,

STATINTL

Executive Officer,
Office of Data Processing

Att: a/s

STATINTL

O/D/ODP, [redacted] :ee/9-20-79

Distribution:
  Orig - adse
     2 - ODP Registry
     2 - O/D/ODP

1.   Justification for Computer Programmer, GS-08,
Step 3, $15,374 per annum.

2.   Applicant will receive his B.S. Degree from
Rochester Institute of Technology, Rochester, New York,
in June 1979. He has had one very successful work period
as a Student Trainee. He came to us with no PL/I ex-
perience and returned to school as a competent PL/I
programmer. He did this on his own initiative with no
formal training. He has the potential to become a top-
notch programmer.

3.·   Applicant is very enthusiastic about joining us
as a staff employee. Because he had only one tour with
us as a trainee, we cannot offer him a GS-09 salary, but
because of this experience we believe we must offer more
than a GS-08 Step 1 salary if we are to be competitive
with the entry level salaries being offered by private
industry.

1.   Justification for Computer Programmer, GS-10, Step 2, $18,116 per annum.

2.   Applicant has completed two successful tours of duty as a Student Trainee (Co-op). She will graduate from Rochester Institute of Technology in August 1979 with a B.S. Degree in Computer Science. Applicant is an extra-ordinarily productive employee who will have no difficulty competing effectively with other GS-10 employees due to the high rate at which she learns, her productivity, and her previous employment experience with us. Her skills as a mathematician are badly needed in our scientific applications area.

3.   Applicant has received many offers from private industry with salaries ranging up to $19,400. She would prefer to return to us if we could provide a salary at the level we are requesting. If we are to attract this applicant and others with her skills and experience, we must be competitive with industry. If we cannot compete we can expect little return from the Student Training Program.

1. Justification for Computer Programmer, GS-10, Step 2, $18,116 per annum.

2. Applicant has completed three successful tours of duty as a Student Trainee. He will graduate from Virginia Polytechnic Institute, Blacksburg, Virginia in August 1979 with a B.S. Degree in Computer Science. Applicant will have no difficulty competing effectively with other GS-10's due to his previous employment experience with us. His analytic and programming skills are greatly needed in our scientific applications area.

3. Applicant has received many offers from private industry with salaries ranging up to $20,000. He would prefer to return to us if we can provide a salary at the level we are requesting. If we are to attract this applicant and others with his skills and experience, we feel that it is necessary to compete with private industry.

1.   Justification for Mathematician, GS-10, Step 3, $18,700 per annum.

2.   Applicant's skills in mathematics (B.S. and M.S. Degrees in Mathematics, emphasizing Mathematical Statistics) make him especially qualified for a position as a Mathematician at this grade. We are in desperate need of qualified mathematicians to support critical scientific projects so that we can meet our commitments in this area.

3.   Applicant has recently received an offer in excess of $19,200 from an engineering firm in Texas but would prefer a position with us if we could meet a salary equivalent to GS-10, Step 3.

CIA LETTERHEAD

29 August 1979

Mr. Kier T. Boyd
Inspector - Deputy Assistant Director
Technical Services Division
Federal Bureau of Investigation
Washington, D. C. 20535

Dear Mr. Boyd:

In response to your letter of 26 July 1979, we will again offer your personnel GIM-II training at our facility.

Mr. Alan Garretson and Mr. Melvin Curran completed the GIM-II User Language course (27-28 August 1979). Additionally, we have scheduled Mr. Garretson and Ms. Susan Walters for the following GIM-II classes:

Dictionaries	–	5-14 September 1979
Procedures	–	9-16 October 1979
Utilities	–	14-16 November 1979

Should any problem arise at our end regarding the above schedule, I will contact Mr. John Schlogl of your office.

Sincerely,

███████████
Chief, ODP Training Staff

STATINTL

Distribution:
     Original & 1 - Adse.
           1 - Director/ODP
           1 - ODP Registry
           1 - TS Chrono
STATINTL ODP/TS:███████hk - 29 August 1979

POSITION DESCRIPTION

65-09
Position description
sent FBI
8/13/79

A. Position Identity

Computer System Programmer, Scientific/Engineering
Application. Position .

Immediate supervisor - a Project Leader or a group
leader.

Under the general supervision of a Project Leader,
or a group leader, the incumbent provides administrative,
and technical expertise to help design, implement, and
maintain computer base systems that are responsive to Agency
requirements.

B. Major Duties

Develops and maintains small single-segmented computer
programs, and segments of minor modules of large systems for
storage, retrieval and reports preparation of data relating to
scientific type applications. This involves assisting in the
analysis, design and preparation of programs and operational
routines for the conversion of data to a meaningful product.

-- Develops detailed specifications, flowcharts and
modular design of small programs or minor modules
of large systems, according to the functional speci-
fications prepared by higher level scientific analyst/
programmers or scientific programmers. (5-15%)

-- Codes small programs or modules utilizing a higher-
level language, (e.g., PL/1), in strict accordance
with ODP standards for modular programming techniques.
(40%)

-- Prepares job control programs for small programs or
modules to direct the execution of computer programs
in relation to required input/output devices and
usage of system facilities for error detection and
recovery procedures, estimated volume of data stored
and retrieved, and program execution time and core
requirements. (20%)

-- Prepares test plan and test data to check logic and
instructions of small programs or modules. Initiates
test runs and analyzes results for the detection of
errors. Correct errors uncovered by testing. (20%)